



Week One Calendar

Monday, JUNE 30	Tuesday, JULY 1	Wednesday, JULY 2	Thursday, JULY 3	Friday, JULY 4
<p>9:00-10:00 AM ALL EMPLOYEE MEETING Join Cheryl Clark and the leadership team to kick-off VITA's first week. 4th Floor Auditorium</p> <p>10:30-11:00 AM LET'S TALK VITA <i>Training sessions for Administrative Assistants & State Operators</i> 4th Floor Auditorium</p> <p>1:00-6:00 PM BADGE SWAP <i>All Employees & Contractors</i> 1st Floor West (Across from Telco)</p> <p>2:30-3:00 PM LET'S TALK VITA <i>Training sessions for Administrative Assistants & State Operators</i> 4th Floor Auditorium</p> <p>3:00-4:00 PM ALL EMPLOYEE MEETING Join Cheryl Clark and the leadership team to kick-off VITA's first week. 4th Floor Auditorium</p>	<p>6:00-7:00 AM BADGE SWAP <i>3rd Shift Computer Operations Staff</i> 1st Floor West (Across from Telco)</p> <p>9:10 AM VITA Sign Unveiling Join Cheryl Clark for VITA's ceremonial ribbon cutting. 3rd Floor Reception Area</p> <p>ALL DAY Help build VITA – look for the pillars and fill out your brick!</p> <p>CHECK IT OUT:</p> <ul style="list-style-type: none"> • VITA Website goes live • VITA Intranet goes live • Look for "Transparency" in Open Door 	<p>8:30-9:30 AM HR Open Forum Cindy O'Connor will be available to answer any questions you may have. 4th Floor Auditorium</p> <p>3:30-4:30 PM HR Open Forum Cindy O'Connor will be available to answer any questions you may have. 4th Floor Auditorium</p> <p>ALL DAY Help build VITA – look for the pillars and fill out your brick!</p> <p>CHECK IT OUT:</p> <ul style="list-style-type: none"> • Look for "People=Assets" in Open Door 		<p>HOLIDAY Happy 4th of July</p> <p>Enjoy! Get ready for the VITA Kickoff & Employee Recognition Event, Tuesday, July 8th, at Kanawha Plaza</p>



Week One Calendar

Government Reform Week

Monday, JULY 7	Tuesday, JULY 8
<p>10:00 AM - 2:00 PM VITA T-SHIRT PICK UP Pick up your new VITA wear. 3rd Floor Training Room</p>	<p>11:30 AM - 1:30 PM VITA KICKOFF & EMPLOYEE RECOGNITION Join your fellow VITAzens to officially celebrate VITA Kanawha Plaza</p>
<p>ALL DAY</p> <ul style="list-style-type: none"> • Sign the VITA Birthday Card! 3rd floor lobby • Help build VITA – look for the pillars and fill out your brick 	<p>ALL DAY Help build VITA – look for the pillars and fill out your brick</p>
<p>CHECK IT OUT:</p> <ul style="list-style-type: none"> • Look for “Technology Solutions” in Open Door 	<p>CHECK IT OUT: Look for “Success Through Partnerships” in Open Door</p>